



Embassy of the United States of America

Panama, Republic of Panama

February 10, 2010

Dear Prospective Offeror:

SUBJECT: Minutes from the site visit of *Tuesday, February 9, 2010* located at *New Embassy Compound. Invitation to Tender – Operation of Cafeteria Services*

Introduction

The Licensing Officer (CO), Carolee A. Cooper, welcomed all attendees and introduced the Tender Representative, Teresa Guardia and the Procurement Supervisor, Malena Dawson.

Discussion of the Invitation to Tender Package

The following sections of the invitation to tender were highlighted:

- Tender Submission and Due Date: 11 a.m., Wednesday, February 24, 2010
- Tender Preparation Instructions, Evaluation of Tenders, and Award Selection: Must follow all guidelines (Refer to Section 2 – pages 7–9).
- Questions and Answers
All questions must be submitted in written form no later than February 11, 2010.
All questions and answers will be published via conference minutes.

Questions and Answers

Attached as an enclosure to these minutes are the questions asked and the Government's responses.

Conclusion

The site-visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.

Sincerely,

Carolee A. Cooper
Licensing Officer

Enclosures: Questions and Answers

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